(7.04)		TYPE OF AUTHORIZAT	ION		2. TRAVEL ORDER NO.	
TRAVEL ORDER	R L	TEMPORARY		ned CD-150, Request for Authorization	Check only if amended	
3A. BUREAU NAME/ORGANIZATIONAL UNIT		DUTY	of Travel and Movin	g Expenses, must be attached. 3B. PRESENT OFFICIAL STATION 3B. P	ON 571442	
ITA/DOA/OOMS				Washington, DC		
4A. TRAVELER'S NAME		4B. TRAVELER'S			4C. SOCIAL SECURITY NO.	
	Jessica Jefferson		Management Analyst		555-55-5555	
5. PURPOSE AND JUSTIFICATION STATEMENT	IT 0 .				6A. TYPE OF TRAVEL CODE	
To attend and participate in the	11 Conference				K 6B. PURPOSE OF TRIP CODE	
					X	
					6C. BUREAU CODE NO.	
7. ITINERARY					12	
Washington DC to Atlanta, GA	and Return					
8. PERIOD 8A. BEGIN ON OR ABOUT		8B. END ON OR AE	BOUT	9. ACCOUNTING CLASSIF	ACCOUNTING CLASSIFICATION CODE	
OF TRAVEL	10.0			001/XXXXXX/XXXX		
10/15	/99	1	0/20/99			
10. MODE OF TRANSPORTATION COMMON CARRIER	☐ PRIVAT	ELY-OWNED VEH	ICLE	11. ESTIMATED COST A. TRANSPORTATION ((Billed	
■ BUS	☐ AU	AUTO		directly to Governme	ent) \$235.00	
☐ RAIL	PLA	NE		B. OTHER TRANSPORT INCLUDING POV MIL		
EXTRA FARE (Justify in ite	m 14)	TE PER MILE	¢	SUBSISTENCE EXPE	NSF .	
✓ AIR-COACH	(1)		RE ADVANTAGEO NT See FTR 1-4 or FTR	US (Per Diem/Actual)	\$200.00	
AIR-EXTRAFARE (Attach C	\square (2)	FOR CONVENIENO (See FTR 1-4.3 and 1-	CE OF TRAVELER	OTHER EXPENSES (II	tem 13) \$150.00	
RENTED MOTOR VEHICLE	ОТН	ER MEANS (Speci	•	TEMPORARY QUART SUBSISTENCE EXPE		
(See FTR 1-2.2c(2) and 1-3.2) COMMON CARRIER REFUNDS	1			RELOCATION EXPEN (Other than listed abo		
When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to	National Business Co Products and Service			SUB-TOTAL B	\$350.00	
make refund directly to the appropriate accounting office.	Mail Stop D-2761, ITA P.O. Box 272025 Denver, CO 80227-9025		TOTAL (A & B)	\$585.00		
TRAVELER'S POTENTIAL LIABILITY NOTICE Travelers are accountable for all transportation connection with their official travel. If trips tickets issued until all coupons have been used 12. SUBSISTENCE EXPENSE In accordance with the DOC Travel Handboan authorizing official under unusual circum 13. OTHER EXPENSES AUTHORIZED MEETING REGISTRATION FEES HIRE OF TAXIS BETWEEN LODGING AND/OR PLACE(S) OF BUSINESS EXCESS BAGGAGE (Justify in item 14)	are cancelled or itinera for official travel purpo bk or as specifically app	aries changed after to oses or all unused tic RA oroved by 3 and 1-8.1c.	tickets (or GTR's) at ekets or coupons are p ATES AUTHORIZED:	re issued to the travel, the travel	ler is liable for the value of the	

. TRA	AVEL ORDER NO. only if amended
	O 571442
	26
1, C	OCIAL SECURITY NO.
5	555-55-5555
A. T`	YPE OF TRAVEL CODE
ъВ. Р	URPOSE OF TRIP CODE
	X
C. B	ureau code no. 12
ION	0005
ION	CODE
ı	#225.00
+	\$235.00
N	
	\$200.00
3)	
+	\$150.00
T	¢250.00
4	\$350.00
	\$585.00
nent	s received by them in
liable for the value of the	
ouch	er.